



CALIFORNIA WORKFORCE DEVELOPMENT BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA WORKFORCE DEVELOPMENT BOARD	RELEASE DATE:	Wednesday, August 26, 2015
POSITION TITLE:	DEPUTY DIRECTOR, POLICY, LEGISLATION AND RESEARCH (PENDING CONTROL AGENCY APPROVAL)	FINAL FILING DATE:	Tuesday, September 8, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,453.00 - \$ 9,277.00 / Month	BULLETIN ID:	08262015_3

POSITION DESCRIPTION

Under the direction of the Executive Director, California Workforce Development Board, the Deputy Director, Policy, Legislation and Research utilizes high level workforce development program knowledge and research skills in the formulation policies to comply with federal Workforce Innovation and Opportunity Act (WIOA) provisions and corresponding state statutes. The Deputy Director has the lead role in directing the WIOA Implementation Workgroup and the Issues and Policies Committee. The incumbent works with existing State Board policy and research staff and Employment Development Department (EDD) Workforce Service Branch policy and research staff to design, develop and implement WIOA, SB 118, SB 698, SB 734, AB 1270, AB 2060 and AB 2148 provisions. The Deputy Director communicates directly with other states and directs the research of U.S. Department of Labor and U.S. Census Bureau databases and develops legislative priorities for the State Board.

The Deputy Director works with high-level staff in the EDD Workforce Service Branch, Labor Market Information Division, other WIOA core programs, and local workforce development board directors to identify, research, gather and analyze information and issues necessary to effectively develop new State Board policy in order to implement the WIOA and state-mandated legislation as required by statute. The Deputy Director reports to the State Board and its committees, the Legislature, and other State partners, consultants and contractors regarding system alignment, policy formulation and implementation.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a

private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

The Statement of Qualifications must specifically address the desirable qualifications listed below. It should be numbered in the same order as listed below, be no more than three pages in length, no smaller than 12 point font, and provide specific examples.

1. Demonstrated experience in high-level policy making and policy formulation.
2. Demonstrated experience in developing reporting systems and metrics to measure success of government-funded social service programs.
3. Knowledge of and demonstrated effectiveness in formulating, developing, and implementing public social initiatives and policies with an emphasis on issues of workforce development facing Californians.
4. Demonstrated understanding and knowledge of the legislative process and associated protocols.
5. Demonstrated ability to establish and maintain positive working relationships and partnerships with executives of LWDA departments, Governor's Office, Department of Finance, Legislator, Legislative staff, Legislative Analyst's Office, and various other stakeholders.
6. Demonstrated knowledge of both state and federal funding policies and procedures, including state budget proposals, both augmentation and reductions.
7. Knowledge of the mission and vision of the California Workforce Development Board, trends in the workforce development industry and the statutory framework and legislative intent of federal and state workforce development statutes.
8. Demonstrated ability to coach and mentor employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY DIRECTOR, POLICY, LEGISLATION AND RESEARCH (PENDING CONTROL AGENCY APPROVAL)**, with the **CALIFORNIA WORKFORCE DEVELOPMENT BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review of the candidates' Statement of Qualifications that describes their education, training, experience, knowledge, skills, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing. Candidates who meet the "Minimum Qualifications" will have their Statement of Qualifications rated and successful candidates will be placed on an eligible list. SUBMISSION OF THE STATEMENT OF QUALIFICATIONS IS MANDATORY. Candidates who do not submit a completed Statement of Qualifications will be eliminated from this examination. Hiring interviews may be conducted for the most competitive candidates.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- A copy of the DD214 or other official discharged documents, if qualifying under Pattern IV.

Applications must be submitted by the final filing date to:

EMPLOYMENT DEVELOPMENT DEPARTMENT, Human Resources Services Division, MIC 54
P.O. Box 826880, Sacramento, CA 94280-0001
Paramveer (Parm) Dhoot | (916) 653-8456 | paramveer.dhoot@edd.ca.gov

ADDITIONAL INFORMATION

This CEA is pending control agency approval.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA WORKFORCE DEVELOPMENT BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)